

- (2) Not prohibited by law from receiving such pay.

3-2. Establishing a pay account

Pay accounts will be established and maintained on DJMS-AC MMPAs through input coded by—

- a. The FO/DAO at the soldier's first duty station for officers and enlisted soldiers who do not report through a reception center.
- b. The Reception Battalion Automated Support System (REC-BASS) for soldiers processing through a reception station.

3-3. Advancements/promotions/reductions

a. Responsibilities for reporting grade change transactions are outlined in paragraph 1-4.

b. The PSC will use promotion orders to report grade changes for enlisted pay grades (SGT and SSG), warrant officer pay grade (W2), and commissioned officer pay grade (O2); and when promotion orders are received from the NGB, ARPERCEN, or state orders for enlisted soldiers who are on active duty.

c. The Bn S1 will use DA Forms 4187 (Personnel Action) as the source document to process advancements to pay grades E2 through E4. Enlisted soldiers automatically will be advanced by the EMF from pay grade E1 to pay grade E2 on completion of 6 months active service. The Bn S1 will make pay grade changes for reductions using DA Forms 2627 (Record of Proceedings Under Article 15, UCMJ), and courts-martial orders as the source document.

d. Accepted SIDPERS grade changes generate an OMF or EMF and a DJMS-AC transaction as follows:

(1) DFAS-IN through DJMS, systemically edits, posts, or rejects the system generated transactions. Accepted message numbers and rejected transactions are transmitted systemically to the originating Bn S1/PSC for corrective action.

(2) On receipt of rejected transactions, the Bn S1/PSC researches and attempts to resolve all the discrepancies.

e. The MPO will make all necessary adjustments to the soldier's MMPA when notified that an adjustment is necessary, for a period that is outside immediate access storage (IAS)-current plus 11 prior processing months.

3-4. Saved pay

a. An enlisted soldier or warrant officer who accepts a permanent or temporary appointment as a commissioned or warrant officer in the AC or RC will be paid the greater of the pay and allowance entitled to as an enlisted soldier, warrant officer, or commissioned officer. (See DoDFMR Vol 7A, Part One, Chap 2, Sec C.)

b. When the FO/DAO processes the transaction to convert an account to a commissioned or warrant officer status, DFAS-IN is notified systemically through the automated case control system (ACCS) that the case is being established. The FO/DAO will also send an electronic mail (E-Mail) message to DFAS-IN to notify DFAS-IN that the case has been established on the MMPA. DFAS-IN will then compute the saved pay entitlement, and make the appropriate corrections to the MMPA.

3-5. Stop basic pay upon transition

a. The separations clerk will process a separation transaction against the MMPA of all soldiers transitioning from active duty whether for normal expiration terms of service (ETS), retirement, or an early transition. DJMS-AC will suspend the pay of a soldier upon reaching the ETS reflected on the MMPA, but does not separate the account.

b. Special emphasis must be given to accounts of soldiers who transition prior to the ETS on the MMPA. The FO/DAO must process the separation transaction as soon as possible after notification of the early transition in order to posture the MMPA for the final payment and prevent possible overpayments to the soldier.

Chapter 4 Absence from Duty

4-1. Authority

The conditions of entitlement and effects on pay and allowances for absences are contained in the DoDFMR Vol 7A, Part One, Chapter 3. The procedures for requesting, approving, and administering authorized absences are contained in AR 630-5 and DA Pam 600-8. Procedures for the administration of unauthorized absences are contained in AR 630-10.

4-2. Leave record

The MMPA is the official leave record. All leave periods will be posted to the MMPA and will update the current leave balance.

4-3. Unauthorized absences

Unauthorized absences will adjust pay and allowances, the pay date and the TAFMSD. A transaction must be processed to adjust the date of separation (DOS) and ETS and confirm the pay date and TAFMSD changes for the period of the absence.

4-4. Processing requirements

The FO/DAO maintaining the soldier's pay account will process all transactions required to update the MMPA for all duty status changes. The servicing FO/DAO will maintain the soldier's account until the soldier is transferred by orders to another duty station and will ensure that all transactions affecting the account have been processed prior to the transfer.

4-5. Substantiating documents

a. The DA Form 31 (Request and Authority for Leave) is used for reporting leaves.

b. The DA Form 4187 is used for reporting other duty status changes.

Chapter 5 Special Pays for Health Professionals

5-1. Special pay for optometrists and veterinarians

Optometry and veterinary officers who are on active duty as a result of a call or order to active duty for a period of at least one year are entitled to special pay. For exceptions concerning rates of entitlements, and restrictions, refer to the DoDFMR Vol 7A, Part One, Chap 7.

5-2. Creditable service for medical and dental officers

a. Creditable service determines the health professions pay entry date (HPPED) which is the basis for computation of the amount of medical or dental variable special pay (VSP). The order issuing agent will include the amount of creditable service in the officer's initial active duty orders.

b. The FO/DAO will establish the HPPED upon entry on active duty. It will be computed from the creditable service included in the initial active duty orders.

5-3. Variable special pay

a. For conditions concerning entitlement, rates, and restrictions for VSP for medical officers, see DoDFMR Vol 7A, Part One, Chapter 5, Section A.

b. For conditions concerning entitlement, rate, and restrictions for VSP for dental officers, see DoDFMR, Vol 7A, Part One, Chapter 6, Section A.

c. Dental and Medical officers will be authorized, VSP during initial inprocessing. The VSP will be authorized effective on the date of entry on active duty.

d. The intern training code on the officer's MMPA will be changed automatically based on the ending date input when the officer begins the intern training.